



Policy on Prohibited Acts

Asian Forest Cooperation Organization

Thirteenth Session of the Assembly
29-30 October 2025, Seoul, Republic of Korea

Agenda Item 15.4

DECISION 66-XIII-25R **Policy on Prohibited Acts**

The Assembly of the Asian Forest Cooperation Organization (AFoCO),

Recognizing the necessity of upholding the highest standards of integrity, ethical behavior, and responsible resource utilization across all AFoCO operations and interactions;

Ensuring a strict zero-tolerance stance toward all forms of prohibited acts, including, but not limited to, corruption, conflict of interest, harassment, and the misuse of resources or funds, as essential for the Organization's credibility and effective functioning, and

Promoting establishment of clear principles, guidelines, and mechanisms for the prevention, identification, reporting, and resolution of prohibited acts by all stakeholders,

Decides to:

1. Revise the Policy on Prohibited Acts as contained in document **A-25-13-25** in accordance with the comments and recommendations from the Parties;
2. Adopt the revised Policy on Prohibited Acts as contained in document **A-25-13-25 Annex-1-Rev**; and
3. *Task* the Secretariat to facilitate the necessary follow-up actions, including the active promotion of awareness of all stakeholders and amendment or update of related regulations and operational guidelines.

A-25-13-25 Annex-1-Rev (Agenda Item 15.4)

Policy on Prohibited Acts

I Background

1. The Asian Forest Cooperation Organization (AFoCO) is committed to promoting sustainable forest management, strengthening regional cooperation, and upholding the highest standards of integrity, transparency, and accountability in all its activities. As an intergovernmental organization, AFoCO recognizes that the trust of its stakeholders — including Member Countries, partners, donors, and the public — is fundamental to its mission.

2. This Policy has been developed to clearly define unacceptable behaviors and practices that undermine or compromise the integrity, ethical standards, and operational efficiency of AFoCO. It establishes a framework to prevent, identify, and address misconduct, and applies to all individuals and entities engaged with AFoCO.

3. By adhering to this policy, AFoCO aims to foster a culture of ethical conduct, deter prohibited activities, and ensure that its resources are used solely for their intended purposes, in line with its mission and values.

II Definition of Terms

4. For this Policy, including the Annexes, the following terms shall be defined as below:

- (a) **Abuse of Authority** - the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of Authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Discrimination and Harassment, including Sexual Harassment, are particularly serious when accompanied by Abuse of Authority.
- (b) **AFoCO** – means the Asian Forest Cooperation Organization
- (c) **AFoCO Personnel** - means Staff Members and Non-Staff Members.
- (d) **Agreement** - means the Agreement on the Establishment of the Asian Forest Cooperation Organization (“AFoCO”) that entered into force on 27 April 2018.
- (e) **Assembly** - means the highest decision-making organ of the AFoCO comprising

representatives appointed by the Parties of the AFoCO Agreement.

- (f) **Affected Individual** - means the person or persons in the workplace or in connection with work towards whom the possible Prohibited Acts is directed.
- (g) **Division Director** - means individuals who head the various divisions within the Secretariat, including Planning and Operations Division, Project and Program Division, Regional Office for Mekong and other divisions that may be created under AFoCO that can be categorized as such.
- (h) **Discrimination** - any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation and preference, disability, age, language, social origin or other comparable shared characteristic or trait. It may occur as a single incident affecting an individual or group in similar circumstances, and may also take the form of harassment or abuse of authority.
- (i) **Executive Director** - means the chief administrative officer of AFoCO.
- (j) **Harassment** – refers to any improper and unwelcome conduct that can reasonably be expected or be perceived to offend or humiliate another person. It may involve words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment typically involves a pattern of behaviors or repeated incidents. Disagreements related to work performance or on other work-related matters are generally not considered Harassment and is not dealt with under the provisions of this Policy but in the context of performance management.
- (k) **Impacted Individuals** - may include the Affected Individual as well as witnesses and those who intervene in a situation involving potential Prohibited Acts.
- (l) **Non-Staff Members** - individuals are not classified as "Staff Members" under AFoCO's Staff Regulations and typically serve under different contractual arrangements. While specific classifications may vary, non-staff personnel generally include the Fellowship Officer, consultants, individual contractors, service contract holders whose roles are governed by the terms of their contracts and are not subject to the same conditions as regular staff members.
- (m) **Offender/Alleged Offender** – refers to any individual(s) in the workplace or in connection with work whose actions are determined to constitute Prohibited Acts, or are suspected to be Prohibited Acts under this Policy.
- (n) **Ombudsperson** – is a staff member appointed by the Executive Director, in accordance with the Staff Regulations, to identify, examine, and resolve issues relating to human resources policies, conditions of work, and staff benefits.
- (o) **Party** - means a country which signed the Agreement and has deposited an instrument of ratification, acceptance, or approval and for which the Agreement has entered into force, or a country acceded to the Agreement.
- (p) **Policy** – means this Policy on Prohibited Acts.

- (q) **Prohibited Acts** - means any of the practices defined under Item 6 of this Policy.
- (r) **Report** - refers to formal and/or informal reporting unless otherwise specified.
- (s) **Responsible Official** - who may either be the Team Leader, Directors and/or any AFoCO supervisors where the incident of the conduct of Prohibited Acts has taken place.
- (t) **RETC** - means Regional Education and Training Center of AFoCO which is located in Yangon, Myanmar
- (u) **Retaliation** – refers to any direct or indirect adverse action that negatively impacts the employment or working conditions of an individual, when such action is recommended, threatened or taken with the intent to punish, intimidate or injure the individual for reporting misconduct or in cooperating with duly authorized audits or investigations.
- (v) **Secretariat** - means the Secretariat established under Article 9 of the Agreement.
- (w) **Staff Members** - means personnel of the Secretariat who serve a Letter of Appointment and who have been appointed by the Executive Director of AFoCO. Staff members as categorized under Staff Regulations as Vice Executive Director, Professional Staff, General Service Staff and Local Recruited RETC Officials.
- (x) **Supervisors** - means Staff Members with substantial management and supervisory obligations.
- (y) **Team Leaders** - means the person responsible in managing specific teams and projects within the divisions, such as Strategic Planning Team, Operations and Resource Team, Capacity-Building and Evaluation Team, Project Teams and other teams that may be created under AFoCO that can be categorized as such.

III Purpose

5. The purpose of this **Policy on Prohibited Acts** is to establish clear principles and guidelines for preventing, identifying, reporting, and addressing prohibited acts within the Asian Forest Cooperation Organization (AFoCO). AFoCO is dedicated to ethical, transparent, and accountable conduct in all its operations and interactions. This Policy supports the organization's mission by ensuring its resources are used responsibly and that all individuals associated with AFoCO uphold the highest standards of integrity.

IV Scope of Application

6. This Policy applies to all individuals and entities engaged with AFoCO, including internal and external stakeholders. The internal stakeholders include, but are not limited to staff and non-staff members of AFoCO, namely: AFoCO Secretariat staff, Fellowship

Officers, consultants, volunteers and interns. The external stakeholders include, but are not limited to contractors and suppliers, implementing partners, grantees, and cooperating organizations, and any person or entity engaged in business or collaboration with AFoCO.

V General Principles

7. AFoCO upholds a strict zero-tolerance stance toward the Prohibited Acts outlined in this Policy. The internal and external stakeholders as provided in the scope of application are expected to demonstrate the highest standards of integrity while conducting AFoCO-related work. Everyone involved in AFoCO's operations must avoid engaging in Prohibited Acts, take proactive steps to prevent them, and immediately report any suspected, alleged, or confirmed instances during the course of AFoCO's business. Additionally, AFoCO is guided by the following core principles and ethical standards:

- (a) In line with AFoCO's Internal Regulations of AFoCO per Decision-7-I-18R and relevant amendment thereafter, Policy on Ethics and Conflicts of Interest for the Executive Director of the AFoCO Secretariat per Decision-24-III-19R-3-1a, Policy on Ethics and Conflicts of Interest for the Assembly of the AFoCO Secretariat per Decision-25-III-19R-3-1b, Policy on Anti-Money Laundering and Countering the Financing of Terrorism per Decision-26-III-19R, and the core values, principles and code of conduct set forth under Staff Regulations of AFoCO as outlined in Annex 2 of Decision-36-IV-20R all AFoCO staff and non-staff members are entitled to a respectful and dignified work environment, free from discrimination, harassment, and abuse.
- (b) AFoCO is committed to actively preventing and responding to any form of Prohibited Acts in its workplace. All such behaviors are strictly banned, regardless of local legal standards where they occur.
- (c) Harassment, along with sexual abuse and violence, stems from systemic power imbalances and entrenched patriarchal norms across institutions and society. These behaviors are manifestations of discrimination and misuse of privilege, and they have no place at AFoCO. Such acts harm individuals and contribute to toxic workplaces that hinder professional growth.
- (d) Disparities in gender, professional rank, educational background, ethnicity, age, disability, sexual orientation, or socioeconomic status can all influence the occurrence of Prohibited Acts and violate the right to equality.
- (e) No one is above accountability—seniority or authority does not shield anyone from consequences. Staff involved in Prohibited Acts will face appropriate disciplinary action, up to and including dismissal, while non-staff will be held accountable under the terms of their contract.
- (f) Anyone regardless of their relationship with AFoCO can report Prohibited Acts.

Complaints can be made by or against any individual, whether or not they are formally employed by AFoCO.

- (g) Both offenders and victims can be of any gender.
- (h) This Policy sets a unified approach across AFoCO to support those who report or witness Prohibited Acts, and to hold perpetrators accountable. It aims to promote a safe, inclusive, and equitable workplace, centered on the rights and needs of victims.
- (i) AFoCO will protect the confidentiality of reporters, witnesses, and respondents and manage investigation records in accordance with applicable data protection standards and records-retention schedules.

VI Prohibited Acts Under AFoCO

- 8. Prohibited Acts under this policy include, but are not limited to, the following:
 - (a) **Fraudulent Practices** - Any intentional act or omission designed to deceive others, resulting in the wrongful gain of property, benefits, or privileges.
 - (b) **Corrupt Practices** - Offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the actions of another party improperly.
 - (c) **Collusive Practices** - An arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - (d) **Coercive Practices** - Impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property to improperly influence its actions.
 - (e) **Misuse of Resources or Funds** - Using AFoCO funds, equipment, intellectual property, or other resources for unauthorized or illegal purposes.
 - (f) **Conflict of Interest** - Any situation where personal interest interferes, or appears to interfere, with the interest of AFoCO, that improperly influence professional decisions, including favoritism, nepotism, or self-dealing.
 - (g) **Obstructive Practices** - Includes interferences with audit/investigations and destruction/falsification of evidence, concealing evidence, influencing witnesses, or impeding authorized investigations into misconduct or violations.
 - (h) **Abuse of Authority** - Improper use of position or authority for personal gain or to harm others, including harassment or exploitation.
 - (i) **Harassment and Discrimination** - Any form of unwelcome conduct based on race, gender, nationality, religion, disability, sexual orientation, or any other protected characteristic.
 - (j) **Money Laundering** refers to:

- (i) The conversion or transfer of property, knowing that such property is derived from crime, for the purpose of concealing or disguising the illicit origin of the property or of assisting any person who is involved in the commission of the crime to evade the legal consequences of his or her actions;
 - (ii) The concealment or disguise of the true nature, source, location, disposition, movement, rights with respect to, or ownership of property, knowing such property is derived from crime; or,
 - (iii) The acquisition, possession or use of property, knowing at the time of receipt that such property was derived from a criminal offence.
- (k) **Financing of Terrorism or Terrorist Financing** - is defined as the commission of any offence as set out in Article 2 of the International Convention for the Suppression of the Financing of Terrorism.
- (l) **Misconduct** - occurs when AFoCO Personnel, by act or omission, fails to comply with his or her duties and obligations under the Staff Regulations, including the Code of Conduct, Financial Regulations and Rules, and instructions or directives issued by the Executive Director. Examples of misconduct are provided under Regulation 21.1.2 of the Staff Regulations of the AFoCO.
- (m) **Unauthorized Disclosure of Confidential Information** - Sharing confidential, proprietary, or classified information without proper authorization.

VII Reporting Mechanism

9. The following are sets of key elements of reporting mechanisms on Prohibited Acts under different situations and contexts:
- (a) AFoCO encourages all individuals to report any suspected prohibited acts in good faith through accessible reporting options such as the following channels:
 - (i) Confidential written report to the Compliance Office or Designated Ethics Officer or Ombudsperson.
 - (ii) Grievance Report on the official website: <https://afocosec.org/contact/>
 - (b) AFoCO is committed to protecting individuals who report concerns in good faith, ensuring they are shielded from any form of retaliation, in accordance with established whistleblower protection standards. AFoCO reaffirms that reporters and witnesses are protected from retaliation under the Policy on the Protection of Whistleblowers and Witnesses. AFoCO will provide publicly accessible avenues for confidential reporting and ensure measures to protect confidentiality and prevent retaliation.
 - (c) AFoCO promotes early intervention and provides mechanisms for receiving and addressing informal reports related to suspected Prohibited Acts.

- (i) **Voluntary Direct Action** – If they feel safe and comfortable, affected individuals may choose to speak directly to the alleged offender about inappropriate behavior or possible Prohibited Acts. The purpose is to ask for the behavior to stop, as the person responsible may not be aware of the harm they're causing. However, due to factors like power imbalances, fear of retaliation, or the severity of the behavior, direct confrontation is not expected or required.
 - (ii) **Seeking Confidential Advice** – Individuals who believe they have experienced Prohibited Acts can approach their Team Leader, Director, or another supervisor—if they feel it is safe and appropriate to do so. These supervisors must respond in a timely, respectful, and neutral way, and inform the individual that confidential support and guidance are available from the Ombudsperson, who can explain the options outlined in this Policy.
 - (iii) AFoCO personnel may also seek confidential guidance or clarification about this Policy from the Operations and Resource Team Leader, the Director of the Planning and Operations Division, or Human Resources Officer.
- (d) AFoCO will conduct integrity due diligence on counterparties, in line with the AFoCO's AML/CFT Policy, and will maintain records to evidence the due diligence undertaken.

VIII Investigation and Resolution

10. Substantiated violations may result in proportionate sanctions, including reprimand, suspension, termination, restitution, and debarment for external parties. AFoCO will recognize relevant multilateral development bank cross-debarment lists in supplier eligibility checks and may publish sanctions outcomes consistent with due process and privacy requirements.
11. **Managerial Intervention**
- (a) When Team Leaders, Directors, or other supervisors are informed of or become aware of potential Prohibited Acts, they must handle the situation promptly, respectfully, fairly, and without bias. In some cases, they may need to escalate the matter to senior management to ensure proper handling in line with this Policy.
 - (b) If for any reason a Team Leader, Director, or supervisor is unable to take appropriate action, they must—after consulting with the Director of Planning and Operations Division or Human Resources Officer, refer the affected individual to another senior AFoCO staff who can assist.
 - (c) Supervisors who become aware of an incident must maintain a written record of the situation. This should include key details such as dates, locations, a description of the event, names of those involved or who witnessed it, and anyone else who may

have relevant information. They are also expected to treat the matter with the highest level of sensitivity and confidentiality.

- (d) AFoCO has established a Joint Disciplinary Committee under its Staff Regulations to advise the Executive Director on interpreting and applying this Policy, and to recommend appropriate responses to reported incidents. The committee also supports the relevant Team Leaders, Directors, or supervisors managing the case. Any committee member involved in a reported incident or facing a real or perceived conflict of interest must step aside or be disqualified from participating in committee actions.
- (e) Respondents shall be afforded due process, including timely notice of allegations, access to relevant evidence subject to confidentiality, and informed decision-making based on a preponderance of the evidence standard.

12. **Informal Resolution**

- (a) Affected individuals may choose, if they feel comfortable, to address incidents of potential Prohibited Acts through informal means.
- (b) They are encouraged to seek support from the Ombudsperson to help explore informal resolution options.
- (c) With the affected individual's permission, the Ombudsperson may engage in an informal conversation with the alleged offender to share concerns and discuss possible ways to resolve the issue.
- (d) If informal efforts to resolve the matter are unsuccessful, the incident may still be formally reported and handled through official procedures.

13. **Formal Resolution**

- (a) Formal reports regarding potential Prohibited Acts can be submitted by individuals who believe they have been affected, those with direct knowledge of the incident, or any third party with relevant information.
- (b) There is no time limit for submitting formal reports of sexual harassment. However, reports involving discrimination, harassment, or abuse of authority must be filed within one year of the most recent incident.
- (c) Reports can be submitted anonymously. However, anonymous or delayed reports may limit the ability to conduct a thorough investigation or take corrective action. In such cases, it is up to the designated personnel at each stage to assess whether there is enough basis to proceed.

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- (d) Formal reports (as outlined in **Annex 1**) should describe specific incidents or patterns of possible Prohibited Acts in as much detail as possible.
 - (v) If a report is submitted anonymously, it must still include enough information and factual detail to support the allegations. Without adequate details, the report may not be pursued.
 - (e) Formal reports should be submitted to the Ombudsperson or the Executive Director and necessary follow-up actions should be taken in accordance with Regulation 20, 21, 22, 23, and Items 13,14, and 15 of the Annex 1 of the staff regulation-
 - (f) If the report reveals that the allegations of Prohibited Acts were unfounded and made with malicious intent, the Executive Director will proceed as follows:
 - (i) If the reporter is a Staff Member, determine whether disciplinary action or another suitable response should be taken against the individual.
 - (ii) If the reporter is a Non-Staff Member, assess whether any remedial action is warranted under the terms of their contract or agreement with AFoCO.
 - (g) If, after an investigation, AFoCO determines there are credible signs of potential criminal behavior, it will consider referring the matter to national authorities, in line with its established procedures. AFoCO also acknowledges that the affected individual has the right to report suspected criminal conduct directly to national authorities at any time.
 - (h) AFoCO shall establish an independent investigation function with specific terms of reference, functional independence from management, and authority to receive and investigate allegations of Prohibited Practices and staff misconduct. The head of the function shall report functionally to the Ethics and Audit Committee of the Assembly and administratively to the Executive Director. The function will maintain published case-handling guidelines, standardized procedures, and periodic public reporting of anonymized case trends.
 - (i) If the Executive Director is named in a report of Prohibited Acts, the Ombudsperson shall report to the President of the Assembly.
 - (j) If either the affected individual or the alleged offender believes that the procedures related to the allegations of Prohibited Acts were mishandled, they may file an appeal in accordance with Regulation 21.2.6 of AFoCO's Staff Regulations, and non-staff members based on the terms of their contract or agreement with AFoCO.

IX Prevention

14. Implementation of preventive measures in this Policy is crucial for AFoCO to mitigate the risk of misconduct, set clear expectations and align with international standards on ethics and governance. Accordingly, the Secretariat, including its supervisors and staff

is expected to fulfill the following obligations:

(a) **Obligations of AFoCO Secretariat**

- (i) Implement measures that support a positive and respectful workplace culture.
- (ii) Safeguard AFoCO personnel from Prohibited Acts through proactive prevention strategies.
- (iii) Carefully evaluate applicants during the recruitment process for AFoCO positions.
- (iv) Conduct thorough reference checks to ensure that individuals with known histories of Prohibited Acts are not to be employed.
- (v) Require contractors, suppliers, and partners to uphold a zero-tolerance policy toward Prohibited Acts and to take appropriate actions when allegations arise; failure to do so may lead to termination of their contract with AFoCO.
- (vi) Offer relevant training for Managers, Supervisors, and support personnel to develop the skills needed to effectively interact with Affected Individuals and respond properly to incidents.
- (vii) Make sure that this Policy is easily accessible to all AFoCO personnel via online platforms, targeted messaging, and other awareness initiatives.

(b) **Obligations of Division Directors, Team Leader and Other Supervisors**

- (i) The Division Directors, Team Leaders, and other supervisors, beyond their general responsibilities as Staff Members, are expected to:
 - Show a clear commitment to preventing and addressing Prohibited Acts by staying informed on related issues, leading by example with respectful behavior, and recognizing the influence of their roles while treating all colleagues with dignity.
 - Address complaints swiftly and seriously, ensuring appropriate actions are taken with sensitivity toward the Affected Individual.
 - Foster open communication within their teams to encourage a respectful work environment and confront any conduct that may breach this Policy.
 - Actively observe team behavior to identify and address any policy violations while working to maintain a positive work atmosphere.
 - Make sure team members are aware of and acknowledge this Policy.
 - Promote an environment where personnel feel safe voicing concerns about inappropriate behavior and feel encouraged to use available informal and formal support and reporting channels without fear of retaliation.
- (ii) If Division Directors, Team Leaders, or supervisors fail to meet these responsibilities, it may be deemed a breach of duty. Such failure will be

noted in their annual performance evaluations and may lead to administrative or disciplinary measures, as appropriate.

(c) **Obligations of AFoCO Staff**

- (i) Understand expected behavior and become familiar with this Policy and the Code of Conduct for Staff Members under Staff Regulations of AFoCO.
- (ii) Participate in mandatory annual training sessions of the Secretariat on Prohibited Acts
- (iii) Show a clear commitment to a zero-tolerance stance on Prohibited Acts by treating everyone respectfully, being mindful of their own behavior and how it may be perceived by others
- (iv) Avoid encouraging or influencing others to take part in Prohibited Acts
- (v) Take appropriate and feasible steps when witnessing behavior that may qualify as a Prohibited Act.
- (vi) Fully cooperate with any investigations, audits, or reviews related to misconduct.
- (vii) Comply with all responsibilities outlined in this Policy, which will be taken into account in work plans and performance reviews.

X Guidance and Support for Affected Individuals

15. Providing guidance and support to individuals affected by prohibited acts is crucial for AFoCO to ensure safe, fair and accountable working environment. It helps victims understand their rights, encourages reporting of misconduct, and ensures access to justice, especially in the face of power imbalances or fear of retaliation.

- (a) Affected and Impacted Individuals may need guidance at various points, such as:
 - (i) Before submitting a complaint to explore available options;
 - (ii) During either informal or formal procedures;
 - (iii) After the completion of any process or investigation;
 - (iv) When navigating confidential matters.
- (b) Confidential advice and support are available to Affected and Impacted Individuals through the Ombudsperson or the Director of the Planning and Operations Division, depending on the situation.
- (c) AFoCO Personnel, including impacted Individuals, can access the following forms of support:
 - (i) Information on both formal and informal reporting pathways
 - (ii) Details about available hotlines or helplines
- (d) This support and guidance will be available throughout the duration of the individual's appointment with AFoCO.
- (e) Affected Individuals may choose to be accompanied by another AFoCO Personnel or an external third party during informal or formal proceedings. However, this support

- does not include legal representation or advocacy.
- (f) AFoCO may reasonably object to the presence of a specific accompanying person at any stage of the process if their involvement could compromise the integrity of the proceedings. In such cases, the Affected Individual can select someone else.
 - (g) If the accompanying person has a conflict of interest—such as being a direct or supporting witness to the alleged Prohibited Act—they must disclose it immediately.
 - (h) When a Team Leader, Division Director, or other supervisor becomes aware that someone may have been affected by a possible Prohibited Act, they are responsible for checking whether the incident has impacted that individual's job performance. They should work collaboratively with the Affected Individual to appropriately address the situation, taking into account the context when preparing performance evaluations, while still fulfilling any necessary management responsibilities.
 - (i) After an investigation concludes and a decision has been made, Team Leaders or Division Directors must take appropriate steps to monitor the situation going forward. These steps may include, but are not limited to:
 - (i) Regularly checking in on the Affected Individual, the Offender or Alleged Offender (as applicable)
 - (ii) Confirming that any disciplinary, administrative, or corrective actions resulting from the investigation have been properly carried out.
 - (j) Individuals who report potential Prohibited Acts are protected from Retaliation under Regulation 23. Whistleblower Policy under Staff Regulations of AFoCO, regardless of the outcome of the investigation.
 - (k) Any acts of Retaliation may lead to disciplinary or corrective measures, as deemed appropriate.

XI Implementation of the Policy on Prohibited Acts

16. The Executive Director is responsible for ensuring the ongoing implementation of this Policy, collaborating with relevant stakeholders as needed.
17. Team Leaders and Division Directors are accountable for enforcing this Policy within their respective teams and divisions.
18. Any failure by AFoCO Personnel to comply with this Policy may be considered misconduct and may lead to appropriate disciplinary actions. Non-Staff Members will be subject to corrective measures based on the terms of their contract or agreement with AFoCO.
19. The Executive Director will submit an annual report on any cases of Prohibited Acts to the AFoCO Assembly, if applicable.

XII Communication and Capacity Building

20. The AFoCO Secretariat will actively raise awareness and widely communicate this Policy, along with other integrity policies and procedures, to both internal and external stakeholders as provided in the scope of application using all available methods. It will also ensure that reporting channels for suspected Prohibited Acts are easily accessible.

21. To enhance the effective implementation of this Policy, the AFoCO Secretariat will organize annual mandatory training for Staff Members. It will foster peer learning, encourage Staff Members to inform relevant stakeholders.

22. The AFoCO Secretariat will offer policy and best practice advice to stakeholders, helping them develop and implement their own policies and procedures regarding Prohibited Acts in relation to AFoCO-related activities.

XIII Review and Amendments

23. This policy will be reviewed every three years or earlier, if necessary, to ensure its continued relevance and effectiveness. Amendments will be proposed by the AFoCO Secretariat and approved by the Assembly.

Annex-1. Sample Reporting Form for suspected Prohibited Acts

Confidential Reporting Form

Asian Forest Cooperation Organization (AFoCO)

Section A: Reporter's Information

(You may choose to remain anonymous, but providing contact details is encouraged for follow-up.)

- Name: _____
- Position / Organization (if applicable):

- Contact Information (Email / Phone):

- Preferred method of contact: Email Phone Other: _____

Section B: Details of the Suspected Prohibited Act

1. Type of Prohibited Act *(Check all that apply):*

<input type="checkbox"/> Fraudulent Practices	<input type="checkbox"/> Abuse of Authority
<input type="checkbox"/> Corrupt Practices	<input type="checkbox"/> Harassment / Discrimination
<input type="checkbox"/> Collusive Practices	<input type="checkbox"/> Money Laundering
<input type="checkbox"/> Coercive Practices	<input type="checkbox"/> Financing of Terrorism/ Terrorism Financing
<input type="checkbox"/> Misuse of Resources or Funds	<input type="checkbox"/> Misconduct
<input type="checkbox"/> Conflict of Interest	<input type="checkbox"/> Unauthorized Disclosure of Information
<input type="checkbox"/> Obstruction of Investigation	<input type="checkbox"/> Other: _____

2. Description of the Incident:

(Please provide a detailed description of the suspected act, including who was involved, what occurred, where and when it happened.)

3. Supporting Evidence (if any):

(List documents, emails, witness names, or other evidence.)

4. Have you reported this matter elsewhere?

Yes No

If yes, please specify: _____

Section C: Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge. I understand that AFoCO will treat this report confidentially and handle it in line with its Policy on Prohibited Acts and Whistleblower Protection. I confirm that the allegations of Prohibited Acts are not unfounded or made with malicious intent.

Signature: _____ Date: _____
